CLASS LIVE-PARTICIPANTS PANEL-STEP AWAY/STEP BACK

This feature is used to let others in the session know that you are temporarily unavailable. The Participant or Moderator will still be connected to the session and can see and hear everything that is going on, It just means that they won’t be available for interaction with other Participants.

**Step Away**

To **Step Away** from the session, do one of the following:

- Click the **Step Away** button (see illustration at right) on the Participants Panel.
- Click the **Tools Menu**, select **Interaction**, and then select **Step Away**.
- On a **Windows** computer, use the key combination **Ctrl + Shift + A**.
- On a **Mac** computer, use the key combination **Command-A**.

The **Step Away** indicator as shown in the illustration at the right, will appear next to the **Participant’s Name** in the Participants List.

The indicator will also appear next to the **Moderator’s** or **Participant’s Name** in the Status area at the top of the Participants Panel.

**Step Back**

To **Step Back** into the session, do one of the following:

- Click the **Step Away** button (see illustration at right) on the Participants Panel.
- Click the **Tools Menu**, select **Interaction**, and then unselect **Step Away**.
- On a **Windows** computer, use the key combination **Ctrl + Shift + A**.
- On a **Mac** computer, use the key combination **Command-A**.